

**GENERAL INFORMATION FOR CITY OF EL PASO**  
**CERTIFIED FIREFIGHTER TRAINEE APPLICANTS**

Each Applicant Must:

1. Be a high school graduate or have G.E.D. Certificate of Equivalency supplemented by postsecondary Basic Firefighter and Basic Emergency Medical Technician courses.
2. Far visual acuity shall be at least 20/30 binocular corrected with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion. Visual field performance without correction shall be 140 degrees in the horizontal meridian in each eye. Additionally, the following may be disqualifiers based upon judgment of the City medical doctor: a) color vision inadequate to identify red, green, and yellow colors. b) Diseases of the eye such as retinal detachment, progressive retinopathy, or optic neuritis. c) Ophthalmological procedures such as radial keratotomy, repair of retinal detachment or Laser Surgery (LASIK). d) Any other eye condition that results in a person not being able to perform as a fire fighter. For ophthalmological procedures such as radial keratotomy, repair of retinal detachment or Laser Surgery (LASIK), sufficient time (i.e., six months) must have passed to allow stabilization of visual acuity and to ensure that there are no postsurgical complications.
3. Be at least 18 years old by Time of Exam.
4. Must possess current Texas State Commission on Fire Protection Basic Structural Firefighter Certification and Texas Department of Health Basic Emergency Medical Technician Certification by time of appointment to the El Paso Fire Training Academy ("Academy").
5. Be a U.S. Citizen or legal resident alien and must be a resident of the City of El Paso (or be able to respond to an emergency within 30 minutes) by time of appointment to the Academy.
6. Obtain a Texas Class "C" Driver's License by time of appointment to the Academy.
7. Have an Honorable discharge, if a veteran.

**Required Documents**

Show documents

1. Proof of U.S. citizenship or legal resident alien status (government issued documents only).

Provide copy

2. High school diploma, Certificate of Equivalency, G.E.D. test results or college transcripts showing 12 semester hours credit completed course work.
3. Transcript showing postsecondary Basic Firefighter and Basic Emergency Medical Technician courses.
4. Texas Class C Driver's License or equivalent from another state
5. DD Form 214 Member-4 (Armed Forces Discharge Certificate)--for veterans.

**Human Resources Contact:**

Monica J. Puga  
915-541-4269

## **SELECTION PROCESS**

1. Initial Application: All candidates must complete an Application for Employment Form and apply in person at the City of El Paso Human Resources Department, 2 Civic Center Plaza, during the announced filing period, **8 a.m. to 5 p.m., January 13 to April 28, 2006**. Any disqualified applicant will have seven working days from the date the notification is mailed, telephoned or delivered in person to file an appeal to the disqualification.
2. Written Examination: The written examination date is to be announced at a later date. Before being admitted to the examination, each applicant must show some form of identification displaying his/her picture and turn in the registration card. The examination will measure what an individual must know in order to function effectively as a Certified Firefighter Trainee. The passing grade for the written examination is 70%.
3. Eligible List: Those individuals with a grade of 70% or better on the written examination will have their names placed on the eligible list. Everyone with a passing grade who is eligible for veteran's credits will also have these points added to his/her grade if a DD214 has been provided. Names will then be placed on the eligible list in rank order, with the highest scoring individual placed first.
4. Candidate Physical Ability Test (CPAT): A CPAT examination (Pass/Fail) will be conducted for those applicants who have passed the written exam. This is a pass/fail examination, a numerical score is not given. All tasks must be successfully completed by each applicant in order to pass. The tasks are described in the CPAT Orientation Guide. Not all applicants who pass the written examination will be invited to take the CPAT, only enough to fill a Certified Training Academy class
5. Skills Test: A Skills Test (Pass/Fail) will be conducted for those applicants who pass the CPAT exam. The skills tests are to confirm possession of basic skills required for firefighting and basic emergency medical practice.
6. Background Investigation: A background investigation will be conducted for those applicants who pass the physical agility test. Some items which may be checked during this investigation include: previous convictions for felonies or for driving while under the influence of alcohol or drugs, habitual violations of lesser offenses, previous employment record, credit references, reputation in the community and personal references.
7. Fire Department Interview Board: At this stage of the examination process an applicant will be required to appear before a board of senior Fire Department officials who will interview him/her and evaluate his/her suitability for service with the El Paso Fire Department.
8. Physical Examination: Applicants who successfully pass the Interview Board proceedings will be scheduled for a physical exam by a City appointed physician. This is a rigid exam to determine whether or not an applicant is able to perform the tasks required of a Firefighter. Applicants are required to bring an up to date immunization record to their physical exam. Vision will be checked at this time to ensure compliance with the vision requirements. Additionally, applicants will be screened for drugs.

Those applicants successfully completing all phases of the selection process will then undertake a training course at the Fire Training Academy. Upon graduation, they will begin a one-year probationary period as a Firefighter on the El Paso Fire Department.